

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION



OPEN SPACE AND WATERSHED LAND ACQUISITION PROGRAM



Danielle D'Ermo *Winter at Wagner Woods*, Protected by Simsbury Land Trust, Inc.
Overall "Best In Show" Winner of 2020 Diana Atwood Johnson OSHA Photo Contest

CONGRATULATIONS!

This instruction packet is being distributed as a follow-up to the previously sent Open Space and Watershed Land Acquisition (OSWA) award letter signed by Governor Ned Lamont and Department of Energy and Environmental Protection (DEEP) Commissioner Katherine S. Dykes. This packet walks you through the grant acquisition process. If you have any questions regarding OSWA or Urban Green and Community Garden (UGCG) grant procedures, feel free to contact Allyson Clarke at (860) 990-8030 or (860) 424-3774. The grant award is subject to the execution of an Open Space and Watershed Land Acquisition Grant Agreement between the State of Connecticut, DEEP and you (the Sponsor) containing such terms as are acceptable to the Commissioner, in her sole discretion, and which conform to the requirements of Conn. Gen. Stat. 7-131d. All Conservation Easements are subject to a requirement that the property be made available to the general public for appropriate recreational purposes, and include a permanent project acknowledgement sign, with the DEEP logo.

The logistical steps necessary to complete the OSWA grant acquisition process and the associated timeframe goals from notification of grant award include:

- (1) Purchase and Sale Agreement – within 3 months
- (2) Mapping – within 9 months
- (3) Title Work – within 12 months
- (4) Contract & payment – within 15 months
- (5) Conservation Easement recording – within 18 months
- (6) Signage, Public Access and Parking Compliance – within 6 months of Conservation Easement recording

Once the supporting documents (Steps 2-3) are submitted to DEEP for preliminary approval, we will draft the OSWA Grant and Conservation Agreements, and submit them to the Office of the State Attorney General (AG) for preliminary approval. Once “AG approved”, the agreements may be executed and we can request your funds.

If you are not purchasing the property in fee (you are purchasing a Conservation Easement), we recommend that you request DEEP’s “boilerplate” or “template” Conservation Easement, for use in your closing documents.

2020 Diana Atwood Johnson Photo Contest CT Landscapes, Wildscapes & Waterways Runners Up



Winter Wonderland taken by John M. Joy
Rockhouse Hill Sanctuary, Oxford
Protected by Town of Oxford



Photo taken by Julie Stewart
Platt Farm Preserve, Southbury
Protected by Southbury Land Trust, Inc.

STEP #1. PURCHASE & SALE AGREEMENT

Submit within 3 months

A purchase and sale agreement, signed by the OSWA grant recipient and the seller(s), shall be submitted to DEEP (if it was not provided with the grant application) within 3 months of notification of grant award.

STEP #2. MAPPING

Submit within 9 months

(A-2 Survey)

The A-2 survey and property description shall be submitted to DEEP electronically, for preliminary approval. Once the A-2 survey and property description are approved, you will ask your title attorney to utilize the approved property description in your title work (Step 3 below).

The A-2 survey must be prepared in accordance with the Connecticut State Plane Coordinate System, 1983 North American Datum (N.A.D. 83). A complete list of mapping requirements is attached hereto as Exhibit A.

If there is an existing survey, it may or may not meet DEEP's mapping requirements. Please send a PDF of the existing survey to Allyson Clarke via email to Allyson.Clarke@ct.gov, for the Department's review and approval before submitting a corresponding property description in "WORD".

The following survey formats are listed in order by preference:

- ❖ Computer Aided Design (CAD)
- ❖ Tagged Image File Format (TIF)
- ❖ Joint Photographic Experts Group (JPEG)

The submittal will need to be geo-referenced in order to be incorporated into the data layer and be tied to Connecticut State Plane Coordinate System, 1983 North American Datum (N.A.D. 83).

Please take note of the following additional survey requirements:

- ❖ Any encroachments (including fences, lawns, buildings, decks, sheds, gardens, stone walls, etc.), right-of-ways and easements must be shown. The DEEP may require that encroachment(s) be removed or remedied before the project can close.
- ❖ Map notes should be consistent with recorded property rights found in the title section below.
- ❖ Structures and buildings must be shown. If a specific area is being reserved (cut-out) this area must be clearly identified.
- ❖ Accurate acreages must be shown.
- ❖ A location map (with the site shaded or outlined) and a legend must be included.

PROPERTY DESCRIPTION

The property description, corresponding to the A-2 survey, should be emailed to Allyson.Clarke@ct.gov in a "WORD" format, or sent on a CD or memory stick to Allyson Clarke, Property Agent, DEEP, Constituent Affairs & Land Management, 79 Elm Street, 6th Floor, Hartford, CT 06106. The survey and property description should be completed within 6-9 months.

STEP #3. TITLE WORK

Submit within 12 months

TITLE SEARCH

A title search, going to the root of title (40 years at a minimum) must be submitted and it must be less than six months old. A copy of the current "subject" deed, copies of all encumbrance deeds and copies of all maps referenced in the Certificate of Title or title policy, should be attached.

CERTIFICATE OF TITLE or TITLE INSURANCE POLICY and ENDORSEMENT

The DEEP approved property description (referenced above) must be utilized in the Certificate of Title or title insurance policy and endorsement.

Certificate of Title Requirements:

- ❖ It must be issued to the State of Connecticut;
- ❖ It must utilize the DEEP approved property description (Step 1 above);
- ❖ It must be typed on the law firm letterhead;
- ❖ It must show the period covered in the search;
- ❖ It must not contain any references to "private law";
- ❖ If it references specific easements, decisions, judgments or reservations found in the land records, a copy of each record (and maps referenced therein) shall accompany the Certificate;
- ❖ It must be less than six months old;
- ❖ If funds are needed for closing, the preliminary Certificate of Title shall identify the current owner. Upon closing, a new Certificate of Title will need to be issued, showing the Sponsor as the new owner of record;
- ❖ Encroachments by abutting property owners, problematic liens/encumbrances and/or boundary line discrepancies must be rectified prior to the draft agreements being forwarded to the Office of the Attorney General for approval.

Title Insurance Policy and Endorsement Requirements:

If you will be purchasing a title policy, you may provide a copy of title policy with an endorsement, issued to the Sponsor as the fee (or conservation easement owner), and the State of Connecticut "as its interest may appear". The State's interest in the property will be a Conservation and Public Recreation Easement and Agreement (if you are purchasing the property in fee), or an Assignment Agreement, if you are purchasing a Conservation Easement.

As noted in the mapping section above, the approved property description is needed in the Certificate of Title or title policy with endorsement. This description shall be used for the closing and other deed documents. Once you close on the property (transfer title), proof of this transfer is required. A copy of the deed and closing statement is sufficient for this purpose. A canceled check should also be submitted.

After you purchase the fee or Conservation Easement interest, the policy shall be updated to reflect the date, volume and page of the recorded agreement(s).

STEP #4. GRANT AGREEMENT EXECUTION & PAYMENT

Completed within 15 months

As noted above, upon approval of the mapping, property description and title work, DEEP will draft the Grant Agreement for preliminary approval by the AG, with the Conservation Easement attached thereto, as to form. Once the Grant Agreement is preliminarily approved, we will "email it to you, with instructions for execution. Once received, please do not delay in the execution of the agreement(s).

Before signing the Grant and Easement agreements sent to you, please be sure that your organization has already adopted a Resolution, authorizing the CEO of the organization, to sign the agreement(s) on behalf of the organization. A sample (municipal) Resolution follows (see EXHIBIT B). A sample non-profit land trust or water company Resolution, are available, upon request.

GRANT AGREEMENT

The Grant Agreement shall contain the following sections:

- ❖ **Open Space & Watershed Land Acquisition (OSWA) Grant Agreement (contract)** – This defines the terms and conditions by which the Sponsor will receive financial assistance under this program. The signature page requires the CEO signature, two (2) witness signatures and notary public or Commissioner of the Superior Court acknowledgement;
- ❖ **Exhibit A** - Executive Orders, Nondiscrimination, Indemnification & State Liability provisions;
- ❖ **Exhibit B** – DEEP approved property description;
- ❖ **Exhibit C** - CT State Elections Endorsement Commission (SEEC) provisions;
- ❖ **Exhibit D** - Conservation and Public Recreation Easement & Agreement, The signature page requires the CEO signature, two (2) witness signatures and notary public or Commissioner of the Superior Court acknowledgement;
- ❖ **Schedule A** – DEEP approved property description, with encumbrances listed.
- ❖ **Schedule B** - Notice of Federal Participation (if applicable)

Note: If your organization is purchasing a Conservation Easement (not the fee interest), an additional Assignment Agreement shall be included. **DEEP has a suggested Conservation Easement template., Any revisions to the suggested template must be preliminarily approved by the DEEP staff and Office of the Attorney General prior to its execution.**

Note: The Conservation Easement may only be executed after the organization has taken title to the property. If you are requesting grant funds in advance, to purchase the property, you will sign the Grant Agreement first (with the Conservation Easement attached thereto "as to form").

Supporting Documentation:

- ❖ **Municipal/Corporate Resolution:** A suggested format follows (see EXHIBIT B). The Resolution shall authorize the CEO to execute the "Open Space and Watershed Land Acquisition Grant Agreement" and the "Conservation and Public Recreation Easement and Agreement" with the State. An incumbency paragraph/statement is incorporated into the Resolution. The Resolution cannot be more than six (6) months old. It can be re-certified if all the officers are unchanged. The CEO may not sign the Agreement or

Easement before the Resolution is adopted.

- ❖ **Nondiscrimination and Campaign Contribution Certifications:** Non-profit land trusts shall complete and attach these forms to the signed Grant and Easement Agreements.
- ❖ **Deed:** A copy of the acquisition deed shall be provided showing the date, volume and page of recording.
- ❖ **Contract Compliance:** Any Sponsor receiving funds from the state shall be on a contractor compliance list. A contractor's compliance package is part of the agreement package.
- ❖ **Certificate of Title\Title Insurance endorsement:** Previously discussed.

A complete agreement package includes, the Grant Agreement, the Conservation Easement, title search, Certificate of Title or Title Insurance Policy with endorsement, the subject and encumbrance deeds, all maps referenced in the title certificate/policy, other documents as may be required to resolve unique or problematic encumbrances, the property boundary map(s), and proof of payment.

PAYMENT

Once the Grant Agreement is signed by the AG, DEEP can request your wire transfer or check. You should receive the wire transfer or check in approximately 15 business days.

If the project funding comes from a bonded authorization, DEEP will request a wire transfer whereby the funds are sent through an Automated Clearing House (ACH) account that should be established with the Connecticut Office of the State Comptrollers (OSC). If you have not done so and are informed that you will receive your grant funds through such an account, please complete and submit an Electronic Fund Transfer ("EFT") form, attached hereto as Exhibit C, and available online. For more information, visit the OSC website at osc.apdvf@ct.gov or call 860-702-3409.

If the project funding comes from the Community Investment Act (CIA) or another source, a check will be mailed to directly to you.

Funds requested after the closing (as a reimbursement):

The **quickest way to receive grant funds** is in the form of a reimbursement. In this scenario, after you close, provide all the supporting documents to DEEP, first for preliminary approval then again, after the Conservation Easement and/or Assignment Agreement is/are recorded.

Funds requested before the closing:

If payment is needed prior to the closing, the title documents are reviewed twice (for the Grant Agreement and then again, after the closing). In this scenario, DEEP will need to go to the AG three times (first as a draft review, second for approval of the executed Agreement and finally, to approve the recorded Conservation Easement or Assignment Agreement and the vesting title work). Please be advised that each of these reviews take time.

STEP #5: PROPERTY CLOSING, CONSERVATION EASEMENT RECORDING & VESTING TITLE

Completed within 18 months

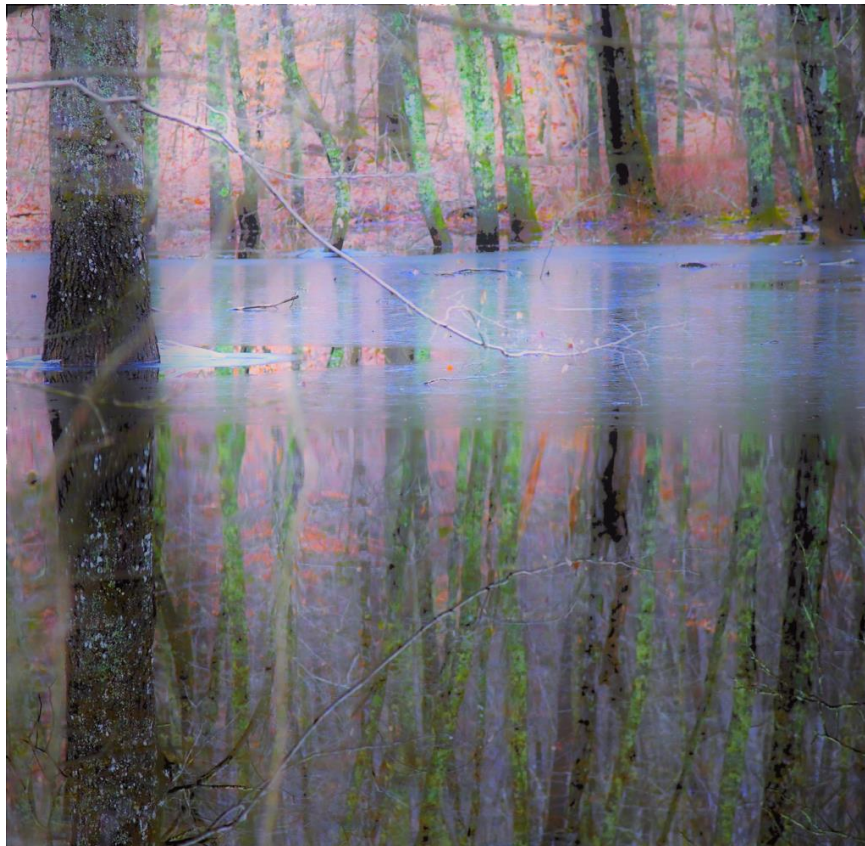
PROPERTY CLOSING

Once the Grant Agreement has been executed and you have received the funds, you can close on the property. Once closed, the sponsor can then sign the Conservation Easement and/or Assignment Agreement. Once signed, the original Conservation Easement and/or Assignment Agreement must be returned to DEEP for execution. Once executed, it will be returned to you for recording on the land records. Once recorded, the original should be returned to DEEP by the Town/City Clerk, with volume & page numbers indicated.

VESTING CERTIFICATE OR POLICY

After the Conservation Easement or Assignment has/have been recorded, a Title Vesting Certificate (or final, signed title insurance policy) shall be issued to the State of Connecticut, indicating that the Conservation Easement and/or Assignment have been recorded. The Title Vesting Certificate (or final title policy) shall be issued to the "State of Connecticut, Department of Energy and Environmental Protection".

**Susan Magaziner - *Metamorphosis in Glimmer Glass*
Winner of Diana Atwood Johnson 2020 Photo Contest
CT Landscapes, Wildscapes and Waterways Category**



**Photo taken at Jewett Preserve
Protected by Lyme Land Conservation Trust and The Nature Conservancy, Inc.**

STEP #6: SIGNAGE, PARKING & PUBLIC ACCESS COMPLIANCE

**Within 6 months of
Conservation Easement
Recording
(weather permitting)**

The funding acknowledgement sign (or plaque) with DEEP logo, public access trail(s) and an unpaved parking area for at least 2-3 cars should be completed within six (6) months of the Conservation Easement (or Assignment Agreement) recording on the land records. If the grant application contained other public access features/components (above and beyond the public access trail component (i.e. boardwalks, viewing platforms, minor, roofless structures, brook or stream crossings, etc.), these features/components should be completed within 1 year of the conservation easement recording. See preferred signage, parking and public access trail preferred location information below.

FUNDING ACKNOWLEDGEMENT SIGN WITH DEEP LOGO

The acknowledgment sign or plaque make the public aware of the State & local partnership, to preserve this valuable open space resource. Ideally the sign should be visible from the property's street frontage at or near the public parking area and/or trail entrance. If the property does not have street frontage, the sign should be placed at the most visible access point of the property (ie. the public access trail entering the property). Your compliance with these components will be considered in the approval of your organizations future OSWA Grant applications, as a matter of compliance.

SUGGESTED SIGN FORMAT


NAME OF PROPERTY	
Town, Land Trust or Water Company Name	
PRESERVING OPEN SPACE AND WATERSHED LAND FOR PUBLIC USE AND ENJOYMENT	
FINANCIAL ASSISTANCE WAS PROVIDED BY THE STATE OF CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION OPEN SPACE AND WATERSHED LAND ACQUISITION GRANT PROGRAM	 Sponsor Logo

EXHIBIT A

STANDARDS FOR A-2 PROPERTY SURVEYS Revised July 2011

THE CONTRACTOR AGREES:

(1) To make a field survey of the property setting the following monumentation where necessary:

- (a) ¾" re-bar, 30" in length at all corners, angle and witness points in the perimeter boundary.
- (b) 5/8" re-bar; 30" in length at intermediate points in the perimeter so that the distance between monumentation does not exceed 400' in any case.
- (c) Drill holes (3/8" by 1" deep) are to be used only on traverse stations and only in situations where an iron pin or re-bar cannot be set.
- (d) Boundary lines in acquisitions that become interior need not be monumented.
- (e) Traverse points that are set will consist of ½" (minimum) re-bar or bar stock, 30" in length (at all points possible).
- (f) All street lines will be monumented with ¾" rebar at property corner/street line and 5/8" rebar at other street line angle and geometric points (e.g., PC & PT). Pol's are not necessary along street lines, except for the 600' standard.
- (g) All easements over or through the property will be marked by ¾" rebar at property line/easement corners and 5/8" rebar at angle points; pol's will follow 600' standard. If easement control or description is not particular, a note on the map will explain what information was held to monument easement.
- (h) Stonewall corners and angle points and stone bounds will be marked by ¾" rebar, at the length that is practicable for the situation.
- (i) On all corners that fall in ledge or boulder, a 2" magnetic PK (or disk, etc.) at minimum must be set in a drill hole. Drill holes alone are not acceptable for boundary corners or boundary angle points.
- (j) Boundary lines that adjoin other state agencies (e.g., DOT) must follow the corner and angle point requirements but pol's are to follow the 600' standard.

(2) To prepare and provide the Contractee with Mylar survey maps suitable for filing in the Town Land Records; one copy for each town of subject property, and one copy for the DEEP Land Records. The surveyor will furnish the Contractee with a written legal description of the subject property based upon the survey map.

- (a) A general location map will be included on the final map.
- (b) The CGS coordinate values of any two, non-consecutive corners will appear on the final map.
- (c) The written legal description is to be supplied in Microsoft Word file format on a separate diskette so labeled.

(3) To provide the State with one copy of all field notes, coordinate list (with descriptions), title information and work drawings prepared under this contract. The surveyor will also supply a survey report as to his professional opinion on the boundary determinations (the map is the final opinion; the survey report will detail the evidence used to determine each line; see example attached). Final payment will be withheld by the State until it is in possession of all requested materials in connection with the project.

- (a) Title search on subject property to encompass not less than 60 years. In addition to adjoining names, final map will include reference to current adjoining deeds of record (State property included), and number of reference map (if applicable) on adjoining parcels. All reference maps noted on final map will also include the Town Clerk index number. A copy of any maps referenced and not on file with a public agency or Town Hall will be supplied to the DEEP.
- (b) Coordinates of the final boundary survey will be supplied on a paper printout and also on dxf.file format on a diskette (if available).
- (c) Coordinates and descriptions of all locations and computations will be supplied on a paper printout and a diskette in ASCII format.
- (d) The survey report will only be kept on file with DEEP Land Records.

(4) That the certification shall include 1) Type of Survey; 2) Boundary Determination Category; 3) Horizontal Accuracy Class; and 4) map's intended use.

(5) That when the A-2 survey is completed, a responsible person from the contracting firm, familiar with the project, will perambulate the surveyed boundaries with the Contractee, if requested. The purpose of the perambulation is to familiarize the Contractee with the physical locations of the boundaries surveyed, and to confirm the monumentation shown on the final plan.

(6) That the survey will be tied to the Connecticut State Plane Coordinate System, 1983 North American Datum (N.A.D. 83). The "Notes" section on the final map will list the monumentation or information used to establish the coordinate tie to the survey.

EXHIBIT B

MUNICIPAL RESOLUTION SUGGESTED FORMAT (ON LETTERHEAD)

RESOLUTION

I, **NAME**, do hereby certify that I am the **CLERK** of the **MUNICIPALITY**, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at **ADDRESS**, that I am the keeper of the corporate records and *seal (if a seal exists)*. That the following is a true and correct copy of resolutions duly adopted and ratified by the **NAME OF MUNICIPAL LEGISLATIVE BODY** on **DATE** in accordance with the constituent charter of the **MUNICIPALITY** and that the same has not in any way been modified, repealed or rescinded, but is in full force and effect.

RESOLVED, that **CEO NAME** of **MUNICIPALITY** is hereby authorized to execute on behalf of the **MUNICIPALITY** a Grant Agreement and Conservation and Public Recreation Easement and Agreement under the Open Space and Watershed Land Acquisition Program with the State of Connecticut for financial assistance to acquire permanent interest in land known as **PROJECT TITLE, OSPA ###** and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.

IT IS FURTHER CERTIFIED that **NAME (CEO)** was **ELECTED OR APPOINTED, TITLE**. His/Her term of office began on **DATE** and will continue until **DATE**. As the **TITLE, NAME** serves as the Chief Executive Officer for the **MUNICIPALITIES' NAME** and on **(DATE CEO SIGNED THE AGREEMENT)** had both the authority and the office to sign on behalf of the **(MUNICIPALITY NAME)** a Grant Agreement and Conservation and Public Recreation Easement and Agreement **(Assignment if an Easement is purchased)** for financial assistance to purchase permanent interest in land under the Open Space and Watershed Land Acquisition Program.

Dated at **CITY/TOWN**, Connecticut this **DATE** of **MONTH**, 2020.

CLERK OR CORPORATE SECRETARY

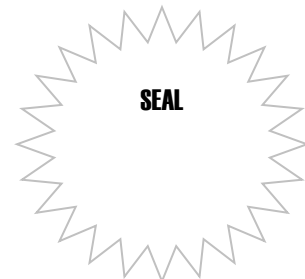


EXHIBIT C

Department of Revenue Services
State of Connecticut
PO Box 2937
Hartford CT 06104-2937
EFT-1 (Rev. 12/11)

EFT-1 **Authorization Agreement for** **Electronic Funds Transfers**

Connecticut Tax Registration Number
Tax Type

See back for instructions. Please print or type. Complete in blue or black ink only.

Enter company name and mailing address.

Part 1: Electronic Funds Transfer (EFT) Contact

All Automated Clearing House (ACH) Credit applicants must complete this section.

Primary EFT Contact Person

Name		Telephone number ()	
Company name or service provider			
Email address			
Address (number and street)	City	State	ZIP code

Part 2: Payment Options

ACH Debit (Direct Payment)

To make an ACH Debit payment using the Department of Revenue Services (DRS) **Taxpayer Service Center (TSC)**, you do not need to submit **Form EFT-1** to DRS. Simply access the **TSC** online at **www.ct.gov/TSC** or by telephone at **860-289-4829**.

ACH Credit

Payment related information must be sent in the standard National Automated Clearing House Association (NACHA) CCD + TXP format. Confirm with your bank representative that you and your bank are able to initiate ACH Credit transactions. We will mail instructions and formats to the EFT contact person after we receive a completed authorization agreement.

Please provide the following information:

Bank Information

Bank name			
Bank address (number and street)	City	State	ZIP code
Taxpayer (owner, partner, or corporate officer) signature	Title		Date

EFT-1 Instructions

Complete this form in blue or black ink only.

Part 1: Electronic Funds Transfers (EFT) Contact

EFT Contact Person: Enter the name of the primary contact person. The primary contact person should be the individual responsible for the initiation of the EFT payment.

Company Name or Service Provider: Enter the name of the company responsible for initiating the electronic payments.

Address: Enter the mailing address to be used for EFT correspondence.

Telephone Number and Email Address: Enter the telephone number and email address for the EFT contact person.

Part 2: Payment Options

ACH Debit Payment

For taxpayers required to make electronic payments for tax periods beginning prior to January 1, 2012, if you are using the ACH Debit method of payment, your payment must be initiated no later than 4:30 p.m. Eastern time on the banking day prior to the due date of the tax to ensure timely receipt.

For payments for tax periods beginning on or after January 1, 2012, if you are using the ACH Debit or ACH Credit method of payment, your payment must be initiated on or before the due date of the tax.

To make an ACH Debit payment using the Department of Revenue Services (DRS) **Taxpayer Service Center (TSC)**, you provide your banking information and authorize DRS to process the EFT by entering the payment amount and the date of transfer. You do not have to preregister or submit form **EFT-1, Authorization Agreement for Electronic Funds Transfers**, to DRS.

Taxpayer Service Center (TSC)

The **TSC** is an interactive electronic services site that provides a fast, free, accurate, and secure way to electronically file eligible tax returns, pay the tax due, and to initiate payment-only transactions.

Visit www.ct.gov/TSC to use the **TSC** to file and make payments. You will be prompted to use your preassigned PIN or provide certain information from a previously filed return.

If you are notified by DRS to remit your sales and use taxes, admissions and dues tax, business use tax, room occupancy tax, nursing home user fee, beverage container deposit, or withholding tax electronically, you are also required to file these returns electronically using the **TSC**.

You may use the **TSC** to file the following returns on the Internet or by telephone:

- **Form OS-114, Sales and Use Tax Return;**
- **OP-210, Room Occupancy Tax Return;**
- **Form CT-WH, Connecticut Withholding Tax Payment; and**
- **Form CT-941, Connecticut Quarterly Reconciliation of Withholding.**

The following returns are available electronically only on the Internet:

- **Form CT-945, Connecticut Annual Reconciliation of Withholding for Nonpayroll Amounts;**
- **Form CT-8109, Connecticut Withholding Tax Payment Form for Nonpayroll Amounts;**
- **Form OP-424, Business Entity Tax Return;**
- **Form 472, Attorney Occupational Tax Return;**
- **OP-336, Nursing Home User Fee;**
- **CT-1120ES, Estimated Corporation Business Tax;**
- **O-372, Admissions and Dues Tax Return; and**
- **OP-515, Beverage Container Deposit Report.**

EFT-1 Back (Rev. 12/11)

See **Informational Publication 2011(22), Paying Connecticut Taxes by Electronic Funds Transfer**, for more information and for a list of additional taxes that can be filed electronically.

ACH Credit

In coordination with your bank, you must send ACH Credit transactions in the standard NACHA CCD+TXP format. You should confirm with your bank representative that your bank is able to initiate ACH Credit transactions. DRS will provide the EFT contact person with additional instructions after DRS receives the completed form **EFT-1**.

If you are notified by DRS to remit your sales and use taxes, admissions and dues tax, business use tax, room occupancy tax, nursing home user fee, beverage container deposit, or withholding tax electronically, you are also required to file the applicable return electronically using the **TSC**.

Bank Name: Enter the name of the bank you will use for EFT.

Bank Address: Enter the address of the bank branch you will use.

Taxpayer Signature: An owner, partner, or corporate officer must sign form **EFT-1**.

Mailing Address

Complete this form and mail to:
Department of Revenue Services
State of Connecticut
PO Box 2937
Hartford CT 06104-2937

Payroll Companies and Tax Payment Services

ACH Debit

You do not have to preregister or submit form **EFT-1** to access the **TSC**.

ACH Credit

Companies may submit a completed form **EFT-1** for each taxpayer, or they may submit one form **EFT-1** that includes the EFT contact person, bank information, and attach a separate list with the name, Connecticut Tax Registration Number, and Federal Employer Identification Number of each taxpayer.

For questions and comments about DRS EFT contact DRS EFT Unit by:

- Email: ct.eft@po.state.ct.us;
- Telephone: 860-297-4973; or
- Fax number: 860-297-4761.

Forms and Publications

Visit the DRS website at www.ct.gov/DRS to download and print Connecticut tax forms and publications.